

# DIGITAL PERMIT SUBMISSIONS

INFORMATION IS CHANGING RAPIDLY: PLEASE CHECK [ATLANTAGA.GOV](http://ATLANTAGA.GOV) FOR UPDATES AND CURRENT ADVISORIES

## PERMITTING WILL CONTINUE

**The entitlement and permitting process will continue as before.** Ensure you are receiving historic or landmark district approvals, where applicable, and final zoning sign-offs before submitting to the Office of Buildings for permitting. You can research your property at [gis.atlantaga.gov](http://gis.atlantaga.gov).

## A NOTE ABOUT POTENTIAL PROJECT DELAYS



**Arborist Postings** are not happening due to stay-at-home orders.



For scopes that involve **NPU**s, **public hearings**, **additional external reviewers**, et cetera: we will accept applications and conduct review where possible but cannot guarantee the timeline of approvals due to the cancellation, postponement, or rescheduling of external meetings.

We are working through options to avoid potential postponements related to established review timelines in the City of Atlanta Code. This will continue to be updated as we receive more information. Please reach out to the respective Office for more details.

## THE NEW DIGITAL PERMITTING PROCESS:

1. **Applicant submits application form only to generic email inbox listed on the following pages.**
  - a. Please use the following subject lines:
    - i. Existing Application: ADDRESS [APPLICATION OR PERMIT NUMBER]  
(This option only available when directed by DCP staff)
    - ii. New Application: ADDRESS
    - iii. Resubmission: ADDRESS
2. **DCP will communicate receipt of application and inform the applicant to upload plans to a OneDrive location. All plans should in be PDF format and to a noted scale.**
3. **Once uploaded, the applicant is to send email notification to generic email inbox.**
4. **DCP staff will conduct a review for completeness. DCP staff will ensure all previous approvals are included (Historic/Landmark district, Zoning approval).**
  - a. If sufficient, they will accept the information uploaded and create the Accela record.
  - b. If insufficient, staff will communicate additional requirements to customer.
5. **Where fees are applicable for application, staff will invoice the applicant and provide directions for online payment.**
6. **Applications are considered complete when all fees and required documents are received by DCP.**
7. **DCP staff will assign plan review according to each office's internal protocol and begin review.**
8. **If required, comments will be provided directly from the plan reviewer to the applicant and saved in the Accela record.** Instructions on how to submit additional documents will be provided to the applicant.
9. **Upon completion of plan review, DCP staff will digitally stamp the plans, provide final invoices (where applicable) and instruct the applicant to upload any final documentation before approvals can be released.**
10. **Plans and permit cards will be available digitally through the Accela Citizen Access portal or by email.**



## NEW PROCESS APPLIES TO THE FOLLOWING PROJECTS AND SCOPES OF WORK:



### OFFICE OF DESIGN

#### Historic Preservation

Application Link

historicpreservation@atlantaga.gov

If your project is located in a City of Atlanta Historic or Landmark District, your project may require a review by the Office of Design historic preservation staff or the Atlanta Urban Design Commission. At this time, we can only process administrative reviews, which are only permitted for certain projects in the following districts: Atkins Park, Briarcliff Plaza, Bonaventure-Somerset, Cabbagetown, Castleberry Hill, Collier Heights, Druid Hills, Grant Park, Inman Park, Martin Luther King, Jr., Means Street, Oakland City, Pratt-Pullman, Sunset Avenue, West End.



### OFFICE OF ZONING & DEVELOPMENT

#### QCR (Zoning review)

zoningreview-ozd@atlantaga.gov

Review of traditional/conventional zoning

#### Board of Zoning Adjustment

Application

zoningreview-ozd@atlantaga.gov

Appeals

Variances

Special Exceptions

Variances and Special Exceptions

#### Special Administrative Permits

Application

zoningreview-ozd@atlantaga.gov

Review for SPI, Belitline, IMIX, LW, MR, MRC, NC Districts and Unified Development Plans

Cell tower Colocation/Cell towers

Outdoor Events and Sales on Private Property

Farmer's Markets

Urban Gardens

#### Subdivision

Application

zoningreview-ozd@atlantaga.gov

Acknowledgement of property line dimensions

Consolidations

Lot of Record

Lot Splits

Plan Development

Replats

#### Zoning Review Board

Application

zoningreview-ozd@atlantaga.gov

Rezoning

Special Use Permit

Special Transfer Permit

Nomination Form (Creation and Expansions of NC District)

Comprehensive Development Plan Adjustments

MRPA



DEPT. OF CITY PLANNING  
**COVID-19 RESPONSE**



# OFFICE OF BUILDINGS

## Express

Application

[express-oob@atlantaga.gov](mailto:express-oob@atlantaga.gov)

[Link to more detailed information](#)

## Residential

- Fences (new or replacement), without impact to trees
- Decks limited to 24' x 24' or 576sqft
- Covered porches
- Driveways ("in kind" replacement), without impact to trees
- Window replacements
- Accessibility Ramp installations
- Interior alterations with minor structural changes
- Basement or attic finish, with minor structural improvements
- Exterior finishing systems (ex: brick or stone veneer, siding, stucco, EIFS, etc.)
- General repairs
- Photovoltaic electric roof installations ≤ 25Kw
- Factory built self-contained spas

## Commercial

- Commercial change of ownership
- Re-roof without structural changes
- Interior commercial demos limited to an aggregate 3,000sqft.
- Minor commercial interior alterations or tenant improvements for Group B, M, R-1 and R-2 occupancy types. Exclusions and limitations apply. Limited to an aggregate 3,000sqft.

## Light Commercial

Application

[lightcommercial-oob@atlantaga.gov](mailto:lightcommercial-oob@atlantaga.gov)

- New construction, additions, and alterations of commercial, mixed-use and multi-family up to 4 stories and less than 25,000sqft
- 3- and 4-story residential townhomes
- 4-story Single family residences
- Pre-engineered steel buildings less than 50,000 sqft
- Commercial conversions up to 10,000 sqft
- Interior alterations (tenant improvement) up to 10,000 sqft (w/mep drawings)
- White-box, Spec suite (w/mep drawings) under 10,000sqft?
- Interior demolition under 10,000sqft?
- Modular trailers/classroom trailers/sales trailers
- Paint booth
- Retaining walls/modular block walls
- Canopy/awning addition to existing building

## Commercial

Application

[commercial-oob@atlantaga.gov](mailto:commercial-oob@atlantaga.gov)

- New Construction, additions, and alterations of commercial, mixed-use, multi-family projects over 3 stories and 25,000sqft.
  - Land development & Infrastructure projects
  - Parking decks (above & underground)
  - Foundation/concrete package
  - Fuel dispensing station w/ canopy
- (continued on next page)*



DEPT. OF CITY PLANNING  
**COVID-19 RESPONSE**

## Commercial

Application

commercial-oob@atlantaga.gov

- Underground fuel tank storage
- Commercial conversions over 10,000sqft
- Interior alterations (tenant improvements) over 10,000sqft
- White-box, Spec suite over 10,000sqft
- Demolition (complete building removal)
- Interior demolition over 10,000sqft
- Collocation/telecommunication cell tower/rooftop

## Residential

Application

residential-oob@atlantaga.gov

- New construction, additions, alterations, and demolitions of single- and two-family dwellings.
- Swimming Pools

## Arborist

Application

arborist-oob@atlantaga.gov

- Landscape Plan Review

## Fire

Application

firelifesafety-oob@atlantaga.gov

- Fire Underground
- Fire Sprinkler

## Signs

Application

signpermit@atlantaga.gov

- New installment of or modifications to existing signs

## Business License Zoning Review

Application

onlineservices@atlantaga.gov

- Verification the business is an allowed use or there is a permitted use based on district regulations. Only includes the Office of Building's Zoning review.

